

United States Department of Agriculture



Natural Resources Conservation Service
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Transmitted Via Email

June 18, 2004

MINNESOTA BULLETIN NO. 360-4-26

SUBJECT: PER - SAFETY AND HEALTH - EMPLOYEE ASSISTANCE PROGRAM (EAP)

Purpose. Annual reminder on EAP.

Expiration Date. September 30, 2005.

Employee are reporting excellent service from our Employee Assistance Provider (EAP) "The Sand Creek Group LTD". You may contact them at 1-888-243-5744 if services are needed.

The contract allows employees/family members six (6) free counseling visits (not to exceed one hour each) through referral to a mental health professional in their local community.

Annual or sick leave may be used to attend counseling sessions. Administrative leave may be used by indicating to your supervisor that you are seeing an EAP counselor. Your supervisor does not need to know the reason for the counseling session. Contact your supervisor if you have questions regarding this leave policy.

Continue to forward any comments or concerns relating to the use of the service to Laurie Otte, State Safety and Health Officer.

WILLIAM HUNT
State Conservationist

DIST: AE